



CDSS
CALIFORNIA
DEPARTMENT OF
SOCIAL SERVICES

OPEN EXAMINATION

ADOPTIONS SPECIALIST

OPEN - STATEWIDE

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TESTING IS CONSIDERED CONTINUOUS AS DATES CAN BE SET AT ANY TIME. THE TESTING OFFICE SHOWN BELOW WILL ACCEPT APPLICATIONS CONTINUOUSLY AND WILL NOTIFY AND TEST APPLICANTS AS NEEDS WARRANT.

POSITIONS EXIST STATEWIDE

**WHO SHOULD
APPLY**

Persons who meet the minimum qualifications as stated. This is an open examination. Applications will **not** be accepted on a promotional basis. Career credits will not be granted.

HOW TO APPLY

Applications (STD 678) are available and may be filed in person with the California Department of Social Services, Personnel Bureau, Examination Unit, 744 P Street, MS 15-59, Sacramento, CA 95814 or mailed to the California Department of Social Services, Personnel Bureau, Examination Unit, P.O. Box 944243, Sacramento, CA 94244-2430. Please indicate the examination title on your application. Applications received without an examination title will not be accepted and returned to the sender.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.

**APPLICATION
DEADLINE**

CONTINUOUS FILING

**SPECIAL TESTING
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

SALARY RANGE

Range A: \$3554 - \$4430 per month
Range B: \$3894 - \$4867 per month

**ELIGIBLE LIST
INFORMATION**

Names of successful competitors are merged on the list in order of final scores regardless of date. Eligibility expires 12 months after it is established.

**REQUIREMENTS
FOR ADMITTANCE
TO THE EXAM**

NOTE: All applicants must meet the minimum qualifications as stated at the time the application is filed. Your signature on your application indicates that you have read, understood, and possess the qualifications required.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

**ADOPTIONS SPECIALIST
WM10 - 9423**

FINAL FILING DATE: CONTINUOUS FILING

Education**MINIMUM
QUALIFICATIONS**

Completion of an approved two-year graduate curriculum in social work (Master's Degree in Social Work). Candidates enrolled in the final semester or quarter of graduate work will be admitted into the examination but will not be appointed until the degree has been conferred.

Applicants must show proof of degree prior to appointment as an Adoptions Specialist.

**SPECIAL
PERSONAL
CHARACTERISTICS**

Demonstrated capacity for assuming progressively greater responsibility as evidenced by recent employment history and interest in self-development; willingness to travel and to work irregular hours; neat personal appearance; adaptability; tact; good judgment and emotional stability.

THE POSITION

An Adoptions Specialist conducts case studies in the Independent and Agency (Relinquishment) adoption programs; determines whether children are legally free for adoption; assesses the physical, social, emotional, and economic factors present in prospective adoptive families, and suitability of children for families; makes decisions and prepares full factual reports to the court with recommendations for or against granting petitions for adoption and recommends alternate plans when needed; prepares appropriate case records including narrative recordings and supporting documentation as required by statutes; provides consultative services to other public and private social services regarding adoption planning; conducts set aside investigations and does other work as required.

**EXAMINATION
INFORMATION**

A candidate may be tested only once during any 12 month period.

This examination will consist of a Supplemental Application only. All candidates **must complete** a <http://www.cdss.ca.gov/cdssweb/entres/pdf/AdoptionsUpdate.pdf> and mail with the State Application (STD Form 678). Applications received without a Supplemental Application **will be rejected**. The information on the Supplemental Application will be used to assess on a competitive basis, each candidates relevant training and experience.

The Supplemental Application will be evaluated competitively by a rating committee using preestablished rating criteria.

SUPPLEMENTAL APPLICATION - WEIGHTED 100%**Scope:****A. Knowledge of:**

1. Provisions of State and Federal rules, regulations, and laws relating to adoptions in California.
2. Principles, practices, and techniques used in the administration of adoptions programs, casework theory and practice, child psychology and principles of individual and group behavior, family relationships, the effect of separation on children and parents, and child welfare casework objectives.
3. Socioeconomic factors which promote stable family security.
4. Casework techniques in working with special needs children who experience adverse parental background, including a history of incest and other sexual abuse, a history of mental or physical illness within the family, or severe neglect or mental or physical abuse by the birth parent(s).
5. Developmental effects upon children exposed to nontraditional lifestyles.
6. Reclaim procedures.
7. Set aside petition investigations and reports.
8. The group home study process.
9. Crisis intervention techniques in the provision of post adoption services and cases in which a potential disruption requires immediate attention.
10. State and Federal rules, regulations, and laws as they apply to contested termination of parental rights.

(CONTINUED ON NEXT PAGE)

B. Skill in:

1. Applying the principles and techniques of social casework.
2. Effectively and efficiently providing casework services to children with special needs.
3. Working independently with local county welfare departments in assessing the adoption potential of children within the child welfare system.
4. Developing and maintaining effective interpersonal relationships while working with county welfare departments, other public and private social services and adoption agencies, public and private attorneys, judges, and other representatives of the court system.
5. Conducting orientation meetings with the public.

C. Ability to:

1. Interpret provisions of the State and Federal rules, regulations, and laws pertaining to adoption programs.
2. Utilize community resources effectively.
3. Analyze problems arising out of the operation of adoptions programs.
4. Reach practical and logical conclusions.
5. Secure accurate social data, record such data systematically, and communicate effectively.
6. Analyze situations accurately and take effective action.
7. Utilize and apply effectively the required technical knowledge.
8. Act independently.
9. Monitor, review, and manage cases of increasing difficulty and protracted legal involvement.
10. Act in a professional manner and represent the Department of Social Services in meetings with other adoptions and child welfare professionals.
11. Articulate casework practice and policy during conferences and legal hearings.

**VETERANS
PREFERENCE
INFORMATION**

Veterans preference points will be added to the final score of all competitors in this examination who qualify for, and have requested these points and who are successful in this examination. Due to changes in the law, which became effective August 21, 1994, you must reapply even if you have previously established your veterans eligibility with the State Personnel Board. Due to changes in the law, which became effective, January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

GENERAL INFORMATION

Americans with Disabilities Act, Title II: The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

It is the candidate's responsibility to contact the California Department of Social Services three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the California Department of Social Services, Personnel Bureau, at (916) 657-1762 or CALNET 437-1762 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

(CONTINUED ON NEXT PAGE)

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Department of Social Services and the State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, Oakland, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees (**i.e., former Department employees or current employees on TAU, T&D, and LT status**) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. Investigation may be made of employment records and personal history and fingerprinting may be required.

Criminal Record Clearance Information: Some positions, within various divisions of the California Department of Social Services, are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law allows granting of veterans preference points in open entrance examinations and open nonpromotional examinations. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open nonpromotional examinations is granted as follows: Five (5) points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veteran preference application (Form 1093) which is available from State Personnel Board Offices, Written Test Proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

744 P STREET MS 15-59

SACRAMENTO, CA 95814

If deaf or hearing impaired, call the California Relay Service - From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

TTY telephone number: Sacramento (916) 653-5457; CALNET 453-5457

TTY is Telecommunications Typewriter and is reachable only from phones equipped with a TTY/TDD Device.